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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: May 4, 2000

SUBJECT: SAFETY MEETING IDEAS -- MAY 2000

Suggested issues to discuss during your next meeting are:

1. Exercise May Help with Computer Related Pain

If you are experiencing pain or discomfort from computer use, exercising may help. Desktop Yoga is an animated exercise web site: <http://www.will-harris.com/yoga/>
Use these exercises at your desk to help alleviate the strain of working at the computer.

2. Important Information to Know During an Evacuation

- While staff evacuate during an emergency, emergency team members check offices to ensure that everyone has been able to leave.
- At the evacuation site, staff should report to their managers or supervisors.
- Managers and Supervisors report whether their staff are accounted for or if anyone is missing to the designated person (check your facility safety information located at <http://inside.arb.ca.gov/as/safety/FACILITY.htm>.)
- To expedite this task, ALL STAFF should report to their manager at the evacuation site immediately.
- Checking offices and accounting for staff at the evacuation site ensures the safety of all.
- Once staff are accounted for and no danger is present, it will be announced that all may return to their offices and work.

3. Avoiding Sunburn

For information on sunburn protection from the summer sun please read the attached page.

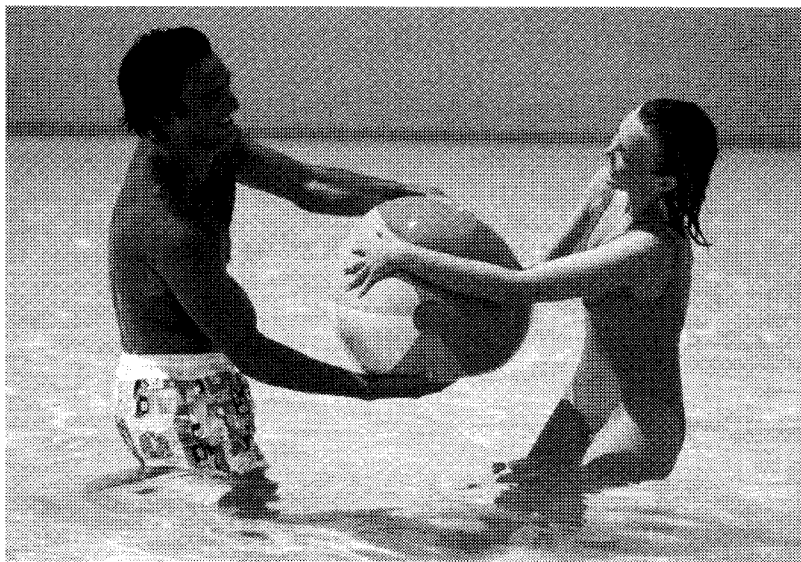
Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

FUN IN THE SUN

(Without Getting Burned)



Most people have had a painful sunburn at one time or another. Overexposure to the sun's rays can be extremely harmful, leading to premature aging of the skin, immune-cell disruption, cataracts and other eye problems—and sometimes to skin cancer. In severe cases, the sun's ultraviolet rays can cause blisters. Like the effects of other forms of radiation, sunburn is usually a delayed reaction. It only becomes apparent a few hours *after* exposure to the sun.

WHO IS MOST AT RISK— AND WHEN?

Some people are particularly prone to sunburn. These people should take extra precautions to protect themselves from overexposure. They include people with fair skin, people taking certain antibiotics and other drugs that sensitize them to the sun and people working or playing in the water, sand or snow. Sunburn is most likely to happen on a summer day between the hours of 10 a.m. and 3 p.m.—or any time of the year in southern areas—or when sunbathing longer than a half hour on the

first day in the sun. Many people think that if the day is cloudy, they don't have to protect themselves from the sun, but that's not true. In fact, some of the worst sunburns occur on cloudy days. Burning rays can also penetrate loosely woven clothing and up to 3 feet of water.

SUNBURN PREVENTION

Here are some tips for keeping sunburn-free:

- ☀️ Avoid sun exposure between 10 a.m. and 3 p.m., when the sun's ultraviolet rays are strongest.
- ☀️ Use a sunscreen with a skin protection factor (SPF) of at least 15 and reapply it regularly, especially after swimming or sweating heavily. The sun's rays can be reflected up to areas of the body that might not be protected, such as under the chin, so don't neglect those areas.
- ☀️ Apply zinc oxide cream to nose and lips.
- ☀️ Wear sunglasses that screen out ultraviolet rays, especially while skiing or using tanning booths.
- ☀️ Wear protective clothing and a hat on sunny or cloudy but bright days.

RELIEF OF SUNBURN SYMPTOMS

If you or someone in your family gets a mild sunburn, it can be treated by taking cool baths or showers, using cool compresses and applications of calamine lotion. Stay out of the sun until the burn has faded completely. Apply an anesthetic spray containing benzocaine, not oily creams or lotions. Take aspirin or acetaminophen to reduce pain and inflammation and avoid clothing that rubs the burned area.

If severe sunburn results in blistered skin, don't apply any topical medicine to the burn unless a doctor advises it. Also don't break the blisters, because that could lead to infection. Only if the blisters break on their own should you bandage them lightly.

Drink plenty of fluids to avoid dehydration and immerse the burned areas in cold water for 10 minutes at a time. Continue to take aspirin or acetaminophen for pain and inflammation. Be sure to see a doctor if a headache, nausea or a high temperature is present. These are signs of heatstroke.